

Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/OrganizationRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider? <ul style="list-style-type: none"> Go to http://apply.grants.gov/IndCPRregister to obtain a username and password. You will need to know the Funding Opportunity Number for the grant application package that you intend to apply for on Grants.gov. Go to http://www.grants.gov/assets/GrantsgovProgramsList.pdf to access the Funding Opportunity Number. 	<ul style="list-style-type: none"> Receive a username and password to submit applications through Grants.gov. Your username and password serves as "electronic signature". Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be. 	<ul style="list-style-type: none"> Same Day You will receive a username and password when you submit your information. 	<input type="checkbox"/>
2. Have you registered with Grants.gov? <ul style="list-style-type: none"> Go to https://apply.grants.gov/IndGGRegister and enter the username and password you received when you registered with the Credential Provider to create a Grants.gov account to submit applications. 	<ul style="list-style-type: none"> You need to register with Grants.gov to obtain an account to submit applications and track the status of submitted applications. 	<ul style="list-style-type: none"> Same Day You will be registered when you submit your information. 	<input type="checkbox"/>